



# READING POLICE DEPARTMENT

## OFFICE OF THE CHIEF

15 Union Street, Reading, Massachusetts 01867

*Mark D. Segalla*  
Chief of Police

Emergency Only: 911 All Other Calls: 781-944-1212 Fax: 781-944-2893

Email: MSegalla@ci.reading.ma.us

### Request for a Police Report

Date of Request: \_\_\_\_\_

#### Requestor Information:

Name: \_\_\_\_\_ Tel. Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### Requested Report Information (please complete as much as possible):

Date of Report / Incident: \_\_\_\_\_ Incident Number: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Name of Involved Party: \_\_\_\_\_

Location of incident: \_\_\_\_\_

#### Fees:

- Domestic Violence Reports – Free to Victims .....\$ Free
- Motor Vehicle Accident Report – \$5.00 .....\$ \_\_\_\_\_  
(up to six pages, \$0.50 for each additional page)
- Crime, Incident or Miscellaneous Reports .....\$ \_\_\_\_\_  
(\$0.50 per page; \$1.00 per page if mailed)
- Audio Tapes/Video Tapes/CD/DVD - \$25.00.....\$ \_\_\_\_\_
- Preparation fee (search, redaction, copying, postage, etc.) – fees vary.....\$ \_\_\_\_\_

Pursuant to MGL. CH. 66 SEC. 10, the Reading Police Department reserves the right to impose fees for time needed to search for records, review and remove sensitive information that is not available to the public.

Once your request is submitted, the department has 10 calendar days to provide the record(s) or issue a written denial of the request. If the estimated cost of providing the record exceeds \$10, we will provide you with a good faith estimate of charges and require payment in advance of creating the record(s).

Estimated Cost: \$ \_\_\_\_\_

Date completed: \_\_\_\_\_

Actual Cost: \$ \_\_\_\_\_

Received: \$ \_\_\_\_\_

I have received the requested records: \_\_\_\_\_

Date: \_\_\_\_\_ Log entry #: \_\_\_\_\_

## Denial of Request for Police Report

In regards to request for Incident Report #: \_\_\_\_\_

\_\_\_\_\_ The information requested cannot be released because: \_\_\_\_\_

Or

\_\_\_\_\_ Certain information contained in this report has been redacted because:

\_\_\_\_\_ It contains Criminal Offender Record Information (CORI) protected by statute MGL Ch. 6 Sec. 172, exemption (a) of the Massachusetts Public Records Law

\_\_\_\_\_ Privacy exemption (c) of the Massachusetts Public Records Law

\_\_\_\_\_ The Investigatory exemption (f) of the Massachusetts Public Records Law

\_\_\_\_\_ Other exemption, explain: \_\_\_\_\_

Reviewing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Upon denial of a records request, the requestor has the right to seek redress through the administrative process provided by the Supervisor of Public Records within the Office of the Secretary of State. Telephone # (617) 727-2832.